



# User's Manual for Answering System 1305



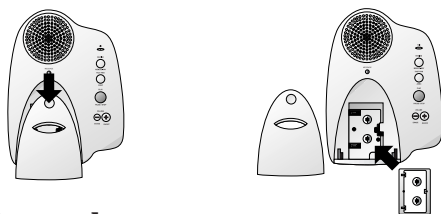
*Fold open this manual for information about this product's installation and operation. Please read **Part 1 – Important Product Information**, included in this package.*

## ***Part 2***

# I N S T A L L A T I O N

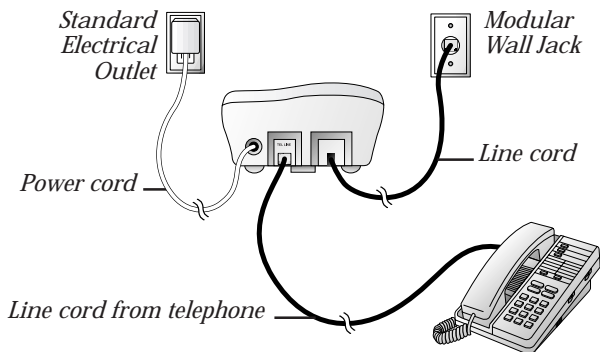
## 1 Insert the microcassette.

Slide the cover down and insert the microcassette with the full reel at the bottom. Replace the cover.



## 2 Connect the line cord.

Plug the line cord into a modular wall jack.



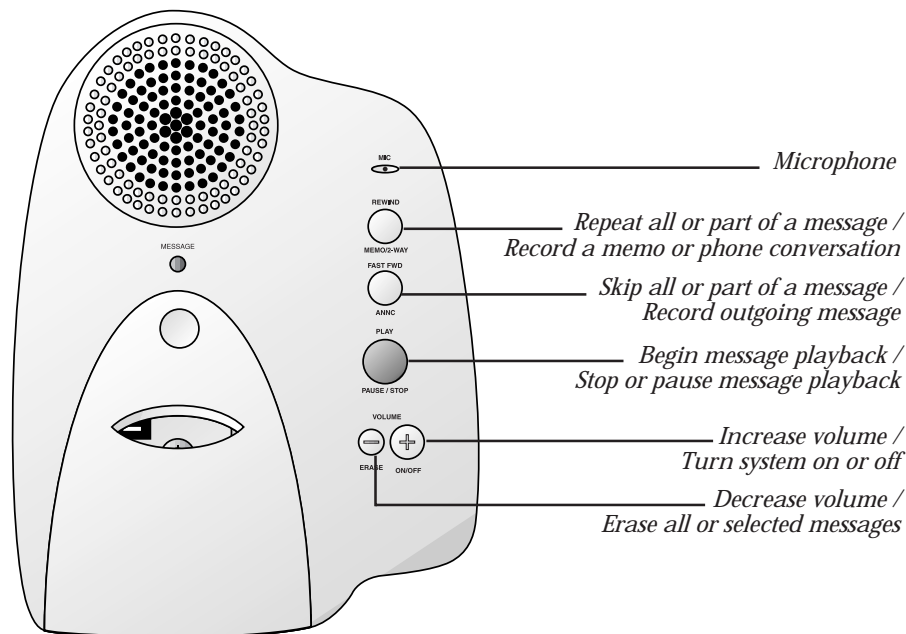
## 3 Connect a telephone (optional).

Plug the line cord from the telephone into the **TEL SET** jack on the back of the answering system. If you do not want to connect a telephone, proceed to Step 4.

## 4 Connect the power adapter.

Plug the power adapter into an electrical outlet not controlled by a wall switch. The microcassette begins to rewind when electrical power is connected.

# OPERATION



## Recording Your Announcement

Before using this answering system, you need to record the announcement (up to one minute long) that callers will hear when the system answers a call. For best results, record your announcement in a quiet environment, without “background” noise. Your announcement should tell callers that they will hear a series of beeps, followed by a long beep before the system begins recording the message.

**1** Prepare an announcement. For example:

*Hello. I can't come to the phone right now. Please leave your name, telephone number, and a short message after you hear a long beep. I will return your call as soon as I can.*

# O P E R A T I O N

- 2 Press and hold **ANNC** for two seconds, then release the button and wait for the system to beep.
- 3 After the beep, speak toward the microphone, from about nine inches away.
- 4 Press and release **PAUSE/STOP**, when you are finished. The tape resets automatically and plays the announcement, and the MESSAGE light goes on.

**To review your announcement** — Press and release **ANNC**.

## Turning the System On or Off

Press and hold **ON/OFF** for two seconds to turn the system on or off. The system beeps once to confirm a change in status.

## Automatic Toll Saver

The system automatically answers after four rings when you have no new messages, and after two rings when you have new messages.

## Answering Calls

When the system answers a call, the caller hears the announcement you recorded, followed by a series of beeps, then one long beep. After the long beep, the system begins recording your caller's message. The system hangs up when the caller hangs up or is silent for eight seconds, or after three minutes elapse.

**NOTE:** *If there are any messages recorded on the tape, the caller hears a series of beeps while the system goes to the end of the last recorded message. To reduce the number of beeps and the time it takes before a caller can leave a message, erase your messages frequently, and do not save a large number of messages.*

# OPERATION

## Priority Call Signal

When a caller enters the Priority Calling Code from a touch tone phone, the system beeps loudly to alert you that you have a priority call. You'll need to provide select callers with the Priority Calling Code (preset to 1235) in order for them to use this feature.

Your Priority Calling Code changes whenever you change your Remote Access Code (see “Changing Your Remote Access Code” in the REMOTE OPERATION section of this manual); the Priority Calling Code has the same first three digits of the Remote Access Code, and the fourth digit is one higher than the fourth digit of the Remote Access Code. (For example, if your Remote Access Code is 1234, your Priority Calling Code is 1235; however, if the fourth digit of your Remote Access Code is 9, the fourth digit of your Priority Calling Code is 0.)

- 1 *Your caller dials* your telephone number from a touch tone phone.
- 2 When the announcement begins to play, your caller can press **[X] [X]**. After the beep, the caller enters the Priority Calling Code.
- 3 The system beeps for up to one minute, unless you answer the phone. The beeps are audible on both ends of the call. (Your caller can press **[#] [#]** to stop the beeps before one minute is up.)
- 4 If you do not answer after one minute, your caller can press **[6] [6]** within eight seconds of the last signal to repeat the Priority Call Signal for another minute.

## MESSAGE Light

The MESSAGE light indicates how many messages you've received. The light blinks once for each message, pauses, and blinks again. For example, if you have five messages, the light blinks five times, pauses, then repeats.

The light also indicates when the tape is full or when no outgoing announcement is recorded, by flashing rapidly.

# OPERATION

## Volume Control

This system has eight volume levels; each time you press the appropriate button, the volume increases or decreases one level. To increase volume, press and release **VOLUME+**. To decrease volume, press and release **VOLUME-**. If you're adjusting the volume while the system is not playing messages, you'll hear a beep each time you change the volume level.

## Listening to Your Messages

**Play all messages** — Press and release **PLAY**.

**Clear all messages** — After listening to all messages, hold down **ERASE** for two seconds. The system sounds two beeps to indicate messages have been cleared.

**Save all messages** — Messages are automatically saved unless you clear them.

**Rewind** — Hold down **REWIND**. Release **REWIND** to resume playback.

**Fast Forward** — Hold down **FAST FWD**. Release **FAST FWD** to resume playback.

**Interrupt message playback** — Press and release **PLAY**. The system sounds one beep, and pauses for up to eight seconds. Press and release **PLAY** again to resume playback.

## Recording a Memo

You can record a memo to be stored as an incoming message. The memo can be up to three minutes long, and will be played back with other messages.

- 1 Hold down **MEMO/2-WAY** for two seconds, until you hear a long beep.
- 2 Release **MEMO/2-WAY**. The system sounds a series of beeps, then another long beep.
- 3 Speak toward the microphone for up to three minutes.
- 4 Press and release **PAUSE/STOP** to stop recording. The system plays back your memo.

*Continued on other side.* 

# O P E R A T I O N

- 5 If you wish, press and release **FAST FWD** to fast forward while the memo is playing  
— **OR** —  
Press and release **REWIND** to rewind  
— **OR** —  
Press and release **PAUSE/STOP** to pause.

## Two-Way Recording

You can record a phone conversation (the length of the recording depends on the length of your microcassette). You can listen to the recording as you do any other messages.

**NOTE:** *This unit does not sound warning beeps to let the other party know that the call is being recorded. To ensure that you are in compliance with any state and federal regulations that concern recording a telephone call, you should start the recording process and then inform the caller that you are recording the call.*

- 1 Hold down **MEMO/2-WAY** for two seconds. You'll hear a long beep.
- 2 Continue to hold down **MEMO/2-WAY** until you hear the second long beep.
- 3 Release **MEMO/2-WAY** — the system begins recording.
- 4 Press and release **PAUSE/STOP** to stop.

## Call Screening/Intercept

Set the system to answer calls, and set the volume control so you can hear the caller's message.

If you decide to take the call, press and release **PAUSE/STOP** if you are at the answering system  
— **OR** —

Lift the handset of any telephone on the same line.

**NOTE:** *If the announcement does not stop right away, press and release **PAUSE/STOP**.*

# O P E R A T I O N

## When the Tape is Full

When the recording side of the tape is completely full, the system beeps, the MESSAGE light flashes rapidly, and the system turns itself off because it cannot record a caller's message. The system answers calls after 10 rings and beeps, but does not play an outgoing announcement or record the caller's message.

### Saving Messages on One Side of Tape

- 1 Remove the microcassette, turn it over, and reinstall it.
- 2 Fast forward the tape to the end of the reel, then press and hold **FAST FWD** for approximately two seconds. The tape will reset.
- 3 Record a new outgoing announcement.

**NOTE:** This method works only if the current recording side of the tape is not full. If the tape is full, follow the directions below to save messages.

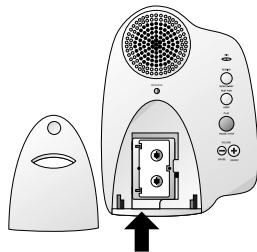
### Saving Messages When Tape is Full

- 1 Unplug the system from the electrical outlet.
- 2 Remove the microcassette, turn it over, and reinstall it.
- 3 Wait for approximately 30 seconds, then plug the power adapter into the electrical outlet. The system rewinds the tape.
- 4 When the tape stops (after about one minute), record a new outgoing announcement.

**NOTE:** You can listen to messages saved on the tape using a microcassette player (purchased separately).

## Changing/Removing the Microcassette

- 1 Press and release **ON/OFF** to turn the system off.
- 2 Hold the microcassette at the indentation on the lower left of the compartment. Lift the tape up and to the right.
- 3 Turn the cassette over, or install a new cassette.
- 4 Press and release **ON/OFF** to turn the system on.
- 5 After the tape resets, record a new announcement.





# REMOTE OPERATION

## Remote Access Code

You can use many features of this answering system remotely from a touch tone phone. Most features can be accessed only after you enter a Remote Access Code. (The preset Remote Access Code is printed on the label on the bottom of the answering system.)

## Connect with the Answering System and Listen to Messages

- 1 Dial your telephone number from a touch tone phone.
- 2 When the system answers, press **[X] [X]** during the announcement, wait for the beep, then enter your four-digit Remote Access Code. The system sounds one long beep, then begins playing messages.
- 3 After playing messages, the system sounds a two-beep signal to let you know it is ready to accept a remote command.
- 4 After playing the last message, the system beeps twice.

**To rewind** — Press **[7] [7]**.

**To fast forward** — Press **[9] [9]**.

**To save all messages** — Hang up.

**To clear all messages** — Press **[0] [0]**.

**To stop playback** — Press **[8] [8]**.

**To play/stop announcement** — Press **[4] [4]**.

**To record/stop announcement** — Press **[5] [5]**.

## Changing Your Remote Access Code

The Remote Access Code is preset to 1234. Changing the Remote Access Code also changes the Priority Calling Code. (You can change the Remote Access Code only from a remote touch tone phone.)

- 1 **Connect with the answering system and listen to messages.**
- 2 Press **[1] [1]**. The system beeps twice.
- 3 Enter your new four-digit Remote Access Code. The system beeps once.
- 4 Enter your new code again. The system sounds a long beep to confirm the new code.

# REMOTE OPERATION

## Room Monitor

You can call the answering system and listen to any activity in the room for 15 seconds.

- 1 Connect with the answering system and listen to messages.**
- 2 Press [3] [3].** You can listen after the beep.
- 3 After 15 seconds, the system exits Room Monitor and beeps twice.**

## Turn System Off

- 1 Connect with the answering system and listen to messages.**
- 2 Press [6] [6], then hang up.**

## Turn System On

When the system is off, it answers after 10 rings and sounds a three-second tone.

- 1 Enter your four-digit Remote Access Code.** You'll hear a long tone indicating the system is on and ready for a remote command.
- 2 The system plays any messages, then remains on unless you turn it off.**

## When the Tape is Full

When the recording side of the tape is full, the system answers after 10 rings and beeps.

- 1 Enter your Remote Access Code within eight seconds after the beeps to listen to messages.**
- 2 Press [0] [0] after you listen to messages to clear them and make room for new messages.**

# IN CASE OF DIFFICULTY

If this answering system does not work properly, try the following suggestions. If you're still having difficulty, call 1 800 722-9125.

**If the MESSAGE light flashes rapidly:**

- The tape is full.
- No outgoing announcement is recorded.

**If you have difficulty hearing messages:**

The recording heads might be soiled and should be cleaned.

- Unplug the system from the electrical outlet.
- Remove the cassette tape.
- Use any good tape deck cleaning kit and follow the manufacturer's directions

— **OR** —

Rub the front of the face of the recording heads lightly with a soft, clean cotton swab moistened slightly with isopropyl alcohol.

**If the tape sticks or malfunctions:**

- Use only high-quality 30- or 60-minute microcassette tapes.
- If the tape has been used for an extended period, it might be worn and should be replaced.

**If you hear a long series of beeps after the announcement:**

Listen to messages frequently and do not save large numbers of messages on the tape.

**If messages are incomplete:**

- The system can accept messages only up to three minutes long.
- The system stops recording if the caller pauses for more than eight seconds.

**If the system does not answer after the correct number of rings:**

- The system might be off, or the tape is full. In these cases, the system answers after 10 rings.
- The tape might be broken, missing, or incorrectly installed.

# IN CASE OF DIFFICULTY

If the system does not respond to remote commands:

- Make sure you are calling from a touch tone telephone. If you hear clicks when you dial, the phone is not a touch tone phone.
- There might be noise or interference on the phone line. Press dial buttons firmly.
- Make sure you are entering the correct Remote Access Code.

If you forget your Remote Access Code:

- 1 Unplug the answering system.
- 2 Hold down **PLAY** and plug the system back in. You'll hear three short beeps, followed by a long beep.
- 3 Release **PLAY**. The Remote Access Code has been reset to 1234 (the Priority Calling Code is 1235).
- 4 To change the Remote Access Code, see "Changing Your Remote Access Code" in the REMOTE OPERATION section of this manual.

If you're having a problem not described above:

- 1 Unplug the power cord.
- 2 Remove the microcassette, turn it over, and reinstall it.
- 3 Wait about one minute, then plug the power cord into the electrical outlet. The system will rewind the tape.
- 4 When the tape stops (after about one minute), record an announcement.



# Answering System 1305

## From a Remote Touch Tone Phone

### **To connect with your answering system:**

- 1** Dial your telephone number from a touch tone phone.
- 2** When the system answers, press ☒ ☒ during the announcement, then enter your four-digit Remote Access Code. The system beeps once, then begins playing messages.
- 3** After playing messages, the system sounds a two-beep signal to let you know it is ready to accept a remote command.

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# Answering System 1305

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- 2** When the system answers, press ☒ ☒ during the announcement, then enter your four-digit Remote Access Code. The system beeps once, then begins playing messages.
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## COMMAND

**Rewind**

**Fast Forward**

**Save all messages**

**Clear all messages**

**Pause/Stop**

**Change Remote**

**Access Code**

**Play/Stop Announcement**

**Record/Stop Announcement**

**Room Monitor**

**Turn system on**

**Turn system off**

## PRESS

[7] [7]

[9] [9]

**Hang up**

[0] [0]

[8] [8]

[1] [1], enter new code

[4] [4]

[5] [5]

[3] [3]

**System turns on after 10 rings**

[6] [6], then hang up

---

## COMMAND

**Rewind**

**Fast Forward**

**Save all messages**

**Clear all messages**

**Pause/Stop**

**Change Remote**

**Access Code**

**Play/Stop Announcement**

**Record/Stop Announcement**

**Room Monitor**

**Turn system on**

**Turn system off**

## PRESS

[7] [7]

[9] [9]

**Hang up**

[0] [0]

[8] [8]

[1] [1], enter new code

[4] [4]

[5] [5]

[3] [3]

**System turns on after 10 rings**

[6] [6], then hang up